

BP-05035



BIDDER CHECK LIST

HAVE YOU SIGNED BID	_____
SIGNED AFFIDAVIT PAGE	_____
INCLUDED PROPER BID BOND	_____
FILLED OUT ALL APPLICABLE FORMS	_____
RETURNED ORIGINAL & DUPLICATE	_____
COPIES OF BID DOCUMENTS	_____

CITY OF BALTIMORE

SPECIFICATIONS AND PROPOSAL

FOR

**ON SITE VEHICLE MAINTENANCE
OF REAR-LOAD REFUSE PACKERS**

TO - THE BUREAU OF PURCHASES

CONTRACT NUMBER – BP-05035

RETAIN THIS COPY FOR YOUR FILE

DATE DUE SEPTEMBER 22, 2004 11:00 A.M.

**PRE-BID CONFERENCE TO BE HELD AT CENTRAL GARAGE,
101 DICKMAN STREET, BALTIMORE, MD 21230
FRIDAY, SEPTEMBER 10, 2004
10:00 A.M.**

NOTE: QUESTIONS CONCERNING THESE SPECIFICATIONS AND PROPOSAL SHOULD BE DIRECTED TO THE BUYER.

SUE ZIEGLER, Buyer
TELEPHONE: (443) 984-2364
Email: sue.ziegler@baltimorecity.gov

DETAILED SPECIFICATIONS

SCOPE

FOR FURNISHING ON- SITE VEHICLE MAINTENANCE OF ONE HUNDRED AND FORTY TWO (142) REAR LOAD REFUSE PACKERS ON A QUARTERLY BASIS RESULTING IN 568 ANNUAL PM SERVICES WITH A MONTHLY AVERAGE OF 48. EXACT SCHEDULING OF LOCATIONS, VEHICLES, AND DATES, TO BE PROVIDED QUARTERLY BY FLEET MANAGEMENT'S PM COORDINATOR.

CONTRACT TERM

THIS IS A REQUIREMENTS CONTRACT FOR A PERIOD OF **THREE (3) YEARS** WITH **TWO (2)** ONE YEAR EXTENSIONS FROM DATE OF AWARD AT THE SOLE DISCRETION OF THE CITY.. NO QUANTITIES ARE GUARANTEED.

BIDDER QUALIFICATIONS

IN ORDER TO QUALIFY TO PROVIDE THE CONTRACT REQUIREMENTS, BIDDERS MUST ANSWER ALL QUESTIONS ON THE EVALUATION CRITERIA FORM. QUALIFICATIONS ARE ALSO SUBJECT TO FACILITY INSPECTION AND APPROVAL BY THE FLEET MANAGEMENT DIVISION AND THE BUREAU OF PURCHASES. BIDDERS MUST HAVE ADEQUATE ORGANIZATIONS, FACILITIES, EQUIPMENT, AND PERSONNEL TO INSURE SERVICES ARE PERFORMED AND/OR COMMODITIES ARE DELIVERED. A BIDDER MAY BE REMOVED FROM A QUALIFIED LIST DUE TO POOR WORKMANSHIP OR FAILURE TO COMPLETE JOBS IN A TIMELY MANNER.

ON SITE REPAIR

VENDOR WILL BE RESPONSIBLE TO PROVIDE ON SITE PREVENTATIVE MAINTENANCE AT ALL FOUR LOCATIONS IN THE CITY AS LISTED ON PAGE 5. TECHNICIAN WILL BE RESPONSIBLE FOR FILLING OUT A STANDARD CHECKLIST COMPRISING ALL ITEMS AS LISTED ON PAGE 3, AND MUST GIVE TO EACH VEHICLE, A "SEVERITY" RATING IN ACCORDANCE TO OUR "DEGREE OF SEVERITY RATING CHART." (TO BE PROVIDED WITH AWARD OF CONTRACT).

AFTER PM WORK IS COMPLETE AND THE CHECKLIST IS FINISHED, IF THE VEHICLE HAS BEEN CLASSIFIED AS HAVING A "SEVERE SAFETY DEFECT" AND MUST BE TAKEN OUT OF SERVICE, THE TECHNICIAN MUST PLACE A RED STICKER ON THE CHECKLIST, ATTACH THE VEHICLE KEY TO THE PAPERWORK, AND PLACE THE KEY AND PAPERWORK IN THE LOCK BOX.

TECHNICIAN MUST ALSO PLACE RED & WHITE "OUT OF SERVICE, DO NOT DRIVE" SIGN FACING OUT ON THE DRIVER'S SIDE DASH TO BE EASILY SEEN. SIGN WILL BE PROVIDED BY FLEET MANAGEMENT TO THE VENDOR.

METHOD OF AWARD

AWARD(S) WILL BE MADE TO THE RESPONSIVE AND RESPONSIBLE VENDOR(S) WITH THE HIGHEST SCORE ON THE EVALUATION CRITERIA LISTED IN THE BID PROPOSAL.

ADDITIONAL VENDORS MAY BE ADDED DURING THE LIFE OF THE CONTRACT AT THE DISCRETION OF THE CITY PURCHASING AGENT TO GUARANTEE SATISFACTORY WORK FLOW.

DISCUSSIONS MAY BE CONDUCTED WITH BIDDERS TO FURTHER CLARIFY THE CITY'S REQUIREMENTS AND THE BIDDERS' PROPOSALS.

PRICING

THIS CONTRACT SHALL BE BASED ON THE COMBINED TOTAL OF THE QUOTED PRICE FOR THE PM OF EACH BRAND OF REFUSE LOADER AND THE TOTAL OF THE NET UNIT PRICES OF THE LISTED REPLACEMENT PARTS. PM PRICES WILL REMAIN FIRM FOR THE TERM OF THE CONTRACT. THE NET UNIT PRICES OFFERED SHALL REMAIN FIRM FOR A TWELVE MONTH PERIOD FOLLOWING THE BOARD OF ESTIMATES APPROVAL DATE. THEREAFTER, THE CITY SHALL ALLOW NET UNIT PRICE LIST FLUCTUATIONS PROVIDED THAT THE SUCCESSFUL BIDDER(S) PROVIDES PROOF OF SUCH FLUCTUATION FROM THE MANUFACTURER. VENDOR MUST GIVE THIRTY (30) DAYS WRITTEN NOTICE TO THE BUYER PRIOR TO A CHANGE IN NET UNIT PRICING.

WARRANTY/GUARANTEE

WARRANTY ON LABOR AND MATERIALS SHALL BE SIX (6) MONTHS OR FACTORY WARRANTY, WHICHEVER IS GREATER FROM DATE OF ACCEPTANCE. *THE CITY RESERVES THE RIGHT TO SPOT CHECK THE QUALITY OF SERVICES PERFORMED AND THE COMPLIANCE WITH SPECIFICATIONS OF PRODUCTS BEING USED BY THE CONTRACTOR AND MAY REQUIRE THE CONTRACTOR TO MAKE NECESSARY CORRECTIONS TO SERVICES AND/OR PRODUCTS DURING THE TERM OF THE AGREEMENT.*

INVOICES

INVOICES MUST SHOW THE PARTS MANUFACTURER'S RATES AS QUOTED IN THE CONTRACT. PARTS LISTED IN THE BID PROPOSAL SHALL BE LISTED ON THE INVOICE USING THE CONTRACT PRICING. *OTHER PART COSTS MUST BE INDICATED AND ACCOMPANIED BY INVOICES SUPPORTING THE VENDOR'S COSTS OR PAYMENT FOR ADDITIONAL PARTS WILL NOT BE MADE.*

NOTICE OF AWARD

PROMPTLY AFTER AWARDED BY THE BOARD OF ESTIMATES, THE SUCCESSFUL BIDDER WILL RECEIVE AN "AWARD NOTIFICATION" LETTER FROM THE CITY PURCHASING AGENT, ENCLOSING DOCUMENTS, WHICH MUST BE EXECUTED AND RETURNED TO THE BUYER WITHIN TEN (10) DAYS. THIS PERIOD WILL BE INCLUDED IN THE COMPLETION TIME. WHEN THESE DOCUMENTS ARE RECEIVED BY THE BUYER, A PURCHASE ORDER WILL BE ISSUED AFTER WHICH WORK MAY COMMENCE OR SHIPMENT MAY BEGIN.

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VEHICLE MAINTENANCE DESCRIPTION

1. Drain engine oil and refill with major brand premium quality oil. (15/40 with highest API rating established.)
2. Install new top quality air filters as per enclosed list or a previously approved equal.
3. Replace all spin-on/spin-off filters.
4. Replace all cartridge filters.
5. Inflate tires to proper pressure and check for foreign objects.
6. Replace air filters, check PCV valve and clean inside of housing.
7. Inspect wheel & rear brake calipers.
8. Check belts for tension and cracks. Replace if needed.
9. Check wiper blades & replace if needed.
10. Check batteries and clean cables.
11. Replace broken grease fittings and replace bad fittings.
12. Check and fill fluid levels, including:

Battery	Brakes
Radiator	Power Steering
Transmission	Differential
Windshield washer (with antifreeze protected solution)	

Any fluids added shall be major brand premium quality that meet equipment manufacturer's requirement.

13. Check headlights, tail lights, brake lights, turn signals, backup lights, clearance lights, spotlight, dome light, dash panel, light bar and indicator lights. Repair or replace if necessary.
14. Check windows, doors, and door locks, steering wheel, gear shift, gas, brake, and emergency brake.
15. Check mirror mounting and outside mirror operation. Replace mirrors if necessary.
16. Road test vehicle and inspect for wear, proper operation or defects, to include: the engine, air filter breather element, drive belts, under-carriage, exhaust system, tires, lights, turn signals, and drive ability problems.

The Bidder shall use new Original Equipment Manufacturer (OEM) or approved equal parts.

All parts shall be free of defects, which will adversely affect the function, or appearance of the unfinished product.

All defective parts are to be returned to the City's Fleet Supervisor.

Lubrication products shall be of the weight, viscosity, and type recommended by the vehicle manufacturer, and shall conform to SAE specifications as applies to each category. No blended mixtures, re-brands or re-packaging of original brand name products will be accepted.

Proposals offering a private label brand will not be considered.

All filter elements shall be of premium quality materials and construction by a nationally recognized manufacturer; and shall be of correct size and capacity as recommended by the vehicle manufacturer.

The Bidder shall be responsible for the proper disposal of used fluids, filters, and other items in accordance with all current state, local, health and safety regulations.

The same brand of materials shall be used at all locations to provide for consistent service and performance.

The Bidder shall be responsible for submitting an itemized service report for each repair, and shall be placed in the designated lock box at each location the same day as service is given.

If an Exception Report is created, the vehicle's key attached to the Exception Report shall both be placed into the lockbox.

Copies of Service reports are to be faxed over to each matching location within 24 hours of the service, and sent to the attention of the designated Fleet Supervisor Contact. (see page 5).

The City may, without prejudice to any right or remedy, and without the necessity of giving thirty day notice, terminate this Agreement for cause in the event the vendor fails to fulfill, in a timely or satisfactory manner, any of the Terms and Conditions set forth in this Agreement. "Timely and satisfactory manner" to revert to time periods given in this Agreement. If furnished service is not complete or found defective, a call back will go out to the vendor to return to remedy the specific situation. A timely response to a call back shall be for the vendor to respond within six working hours. After a twenty-four hour period, if the vendor has not responded, a \$100. per day penalty will be levied for each day of no response. If the vendor fails to cure any default after three (3) days, written notice from the City will be given to the vendor for being in default. If satisfactory action has not transpired within the next twenty-four hours, this Agreement will be terminated by giving vendor written notice of immediate termination due to default.

LOCATIONS FOR ON-SITE SERVICE

PM WORK TO BE DONE ON ALL REAR-LOAD REFUSE PACKERS AT THE FOLLOWING:

6160 BOWLEY'S LANE
BALTIMORE, MD
410-396-9950 NORTHEAST GROUP
410-396-9952 SOUTHEAST GROUP

FAX COPIES OF PAPERWORK
TO TOM NICHOLS 410-325-5112

701 REEDBORD AVE
BALTIMORE, MD
410-396-9967

FAX COPIES OF PAPERWORK
TO STEVE VOTTA 410-566-2709

2840 SISSON STREET
BALTIMORE, MD

FAX COPIES OF PAPERWORK
TO RAY LACHER 410-367-6084

201 FRANKLINTOWN
BALTIMORE, MD
410-545-1920

FAX COPIES OF PAPERWORK
TO STEVE VOTTA 410-566-2709

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EVALUATION FORM

EVALUATION CRITERIA	WEIGHT
CAPABILITIES	23
EQUIPMENT LISTING	21
REFERENCES	5
PROPOSED RATES	23
RESPONSE TIME	23
KEY EMPLOYEE RESUMES	

(500 PERFECT SCORE)

TOTAL SCORE

SIGNATURE OF EVALUATOR

SIGNATURE OF EVALUATOR

SIGNATURE OF EVALUATOR

BID PROPOSAL

PROPOSAL OF _____

TELEPHONE NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

E-MAIL _____ FACSIMILE _____

CONTRACT: **BP-05035 ON SITE VEHICLE MAINTENANCE OF
REAR- LOAD REFUSE PACKERS**

BIDS DUE: SEPTEMBER 22, 2004

TO THE BOARD OF ESTIMATES
OF BALTIMORE CITY:

THE UNDERSIGNED AGREES TO FURNISH AND DELIVER AS SPECIFIED **ON-SITE VEHICLE MAINTENANCE** FOR THE BUREAU OF PURCHASES IN ACCORDANCE WITH THE SPECIFICATIONS AND OTHER DOCUMENTS HEREIN AND AT THE FOLLOWING PRICES:

ESTIMATED CONTRACT EXPENDITURE
FOR A THREE (3) YEAR PERIOD IS \$525,000.00 FOR PM SERVICE AND
\$300,000.00 FOR REQUIRED REPLACEMENT PARTS

TOTAL APPROXIMATELY \$ 825,000.00

PREBID MEETING

A PRE-BID MEETING WILL BE HELD AT 10:00 A.M. FRIDAY, SEPTEMBER 10, 2004 AT FLEET MANAGEMENT DIVISION, 101 DICKMAN STREET, BALTIMORE, MD 21230 FOR FAMILIARIZING BIDDERS WITH THE REQUIREMENTS, ANSWERING QUESTIONS, AND ISSUING ADDENDA AS NEEDED FOR THE CLARIFICATION OF THE BID. ALL PERSONS ATTENDING THE CONFERENCE WILL BE ASKED TO IDENTIFY THEMSELVES AND THE PROSPECTIVE BIDDER THEY REPRESENT. IT IS THE BIDDER'S RESPONSIBILITY TO ATTEND THE PRE-BID MEETING THOUGH THE MEETING IS NOT MANDATORY. THE CITY WILL NOT BE RESPONSIBLE FOR PROVIDING INFORMATION DISCUSSED AT THE PRE-BID MEETING TO BIDDERS WHO DO NOT ATTEND.

PRICING

THIS CONTRACT SHALL BE BASED ON THE COMBINED TOTAL OF THE QUOTED PRICE FOR THE PM OF EACH BRAND OF REFUSE LOADER AND THE TOTAL OF THE NET UNIT PRICES OF THE LISTED REPLACEMENT PARTS. PM PRICES WILL REMAIN FIRM FOR THE TERM OF THE CONTRACT. THE NET UNIT PRICES OFFERED SHALL REMAIN FIRM FOR A TWELVE MONTH PERIOD FOLLOWING THE BOARD OF ESTIMATES APPROVAL DATE. THEREAFTER, THE CITY SHALL ALLOW NET UNIT PRICE LIST FLUCTUATIONS PROVIDED THAT THE SUCCESSFUL BIDDER(S) PROVIDES PROOF OF SUCH FLUCTUATION FROM THE MANUFACTURER. VENDOR MUST GIVE THIRTY (30) DAYS WRITTEN NOTICE TO THE BUYER PRIOR TO A CHANGE IN NET UNIT PRICING.

METHOD OF AWARD

AWARD(S) WILL BE MADE TO THE RESPONSIVE AND RESPONSIBLE VENDOR(S) WITH THE HIGHEST SCORE ON THE EVALUATION CRITERIA LISTED IN THE BID PROPOSAL. ADDITIONAL VENDORS MAY BE ADDED DURING THE LIFE OF THE CONTRACT AT THE DISCRETION OF THE CITY PURCHASING AGENT TO GUARANTEE SATISFACTORY WORK FLOW. DISCUSSIONS MAY BE CONDUCTED WITH BIDDERS TO FURTHER CLARIFY THE CITY'S REQUIREMENTS AND THE BIDDERS' PROPOSALS.

FIRST SOURCE HIRING PROGRAM:

SEE INSTRUCTION/FORM INCLUDED WITH THIS SOLICITATION PACKAGE.

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COST PROPOSAL

HAVING READ THOROUGHLY THE CONTEXT OF THIS RFP, OUR COMPANY IS OFFERING THE FOLLOWING COST PROPOSAL.

OUR COST PROPOSAL CONSISTS OF A TOTAL DELIVERED PRICE TO THE CITY, INCLUSIVE OF ALL LABOR, PARTS, EQUIPMENT, DISPOSAL FEES, INSURANCE, SURCHARGES, AND ALL OTHER MISCELLANEOUS INCIDENTAL CHARGES REQUIRED TO PERFORM THE SCOPE OF SERVICES.

PM RATE PER MANUFACTURER OF REAR-LOAD REFUSE PACKERS AS DESCRIBED IN DETAILED SPECIFICATIONS:

TOTAL ESTIMATED VALUE: \$ 525,000.00

MITSUBISHI: \$ _____ EACH PM (QTY 19 AT PRESENT)

FREIGHTLINERS: \$ _____ EACH PM (QTY 57 AT PRESENT)

MACK: \$ _____ EACH PM (QTY 65 AT PRESENT)

ALL SERVICES WILL BE PERFORMED IN ACCORDANCE WITH BEST INDUSTRY PRACTICES AND ALL PARTS INSTALLED WILL BE GENUINE, ORIGINAL MANUFACTURER AS LISTED BELOW, OR APPROVED EQUAL.

APPROVED EQUAL SHALL BE DETERMINED BY AUTOMOTIVE STORES SUPERVISOR.

NO USED, REBUILT, OR RECONDITIONED PARTS ARE TO BE USED.

VENDOR WILL RETURN OR PROVIDE INSPECTION OF ALL REPLACED PARTS.

THE VENDOR SHALL MAINTAIN AN ADEQUATE STOCK OF NORMAL REPLACEMENT PARTS AND SHALL ENSURE AVAILABILITY AS REQUIRED FOR THE REQUIRED WORK.

TERMS OF PAYMENT: NET 30

F.O.B.: DELIVERED

THE FOLLOWING REPLACEMENT PARTS ARE TO BE USED FOR THE INDIVIDUAL PM WORK DONE ON EACH VEHICLE. ANY OTHER PARTS NECESSARY TO COMPLETE THE PM WORK ACCORDING TO OUR DETAILED SPECIFICATIONS, SHALL BE INCLUDED IN THE PRICE OF EACH PM QUOTED.

ESTIMATED CONTRACT EXPENDITURE FOR A THREE (3) YEAR PERIOD IS \$300,000.00 FOR THE FOLLOWING:

SEE TABLE ON NEXT PAGE

TOTAL UNIT COST OF PM AND REPLACEMENT PARTS:

ITEM #1 PM UNIT COST PLUS ITEM #1A TOTAL = \$ _____
COST FOR MITSUBISHI

ITEM #2 PM UNIT COST PLUS ITEM #2A TOTAL = \$ _____
COST FOR FREIGHTLINERS

ITEM #3 PM UNIT COST PLUS ITEM #3A TOTAL = \$ _____
COST FOR MACK

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	For Mitsubishi 2003 Model FM 657		
Part Description	Part Number	Manufacturer	Net Price
Air Filter	CA9240	Fram	_____
Oil Filter	PH8910	Fram	_____
Fram fuel filter	P7363	Fram	_____
Mirror	KT-851-002	Waste Equipment	_____
Seal, tailgate	M354150	Waste Equipment	_____
Sight glass	M415	Waste Equipment	_____
Pressure gauge	M456	Waste Equipment	_____
Element hydraulic filter	M727	Waste Equipment	_____
Cap, filler breather	M728	Waste Equipment	_____
Strainer	M730	Waste Equipment	_____
	For Freightliner Model FL80		
Part Description	Part Number	Manufacturer	Net Price
Air filter	CA7139	Fram	_____
Cab air filter	5-9130-0 R5200	Reddot	_____
Fuel filter	FS1261	Fleet Guard	_____
Hydraulic filter	G/7106478	Hydrofilter	_____
Oil filter	PH8942	Fram	_____
Transmission filter	23042062	Allison	_____
	For Mack Model MS300P		
Part Description	Part Number	Manufacturer	Net Price
Air intake cap	2MD2145	Mack	_____
Air filter	CA6481	Fram	_____
Primary fuel	P1109	Fram	_____
Secondary fuel	P1110	Fram	_____
Oil filter	PH49A	Fram	_____
Hydraulic filter, preferred	PH3567	Fram	_____
Hydraulic filter	P8604	Fram	_____
Hydraulic filter, Pak-Mor	P8465	Fram	_____
Transmission filter	23042062	Allison	_____
Crankcase Vent Emission	P603746	Donaldson	_____

3) Services offered:

The City requires preventative maintenance service for its one hundred and forty-two (142) Rear Load Refuse Packers. Describe your firm's experience and qualifications as it relates to requirements of the City as outlined.

4) Mechanics and Equipment

Provide a one page (maximum) resume for each individual who will be providing the services or managing the contract. List the individual's position, responsibility, education, license or registration, affiliations, publications, awards and relevant experience for the last five years.

A. Furnish a list of all equipment currently available to perform the services. Attach on a separate sheet of paper.

B. Describe your waste oil and hazardous material handling methods. May attach a separate sheet of paper for explanation.

OSHA approved? Yes____ No____

5) Experience and references.

Provide details on the following:

A) How long have you been in business? _____years.

B) State or local government agency customers Yes____ No____

Agency	Contract	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

6) Facility inspection.

Provide details to arrange an inspection of your facility.

A) Contact person(s) _____

B) Telephone number(s) _____

C) Fax number _____

D) Beeper number _____

E) Hours of operation _____

Name and title of person completing this questionnaire:

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City of Baltimore
Bureau of Purchases
Department of Finances
231 E. Baltimore Street
Suite 300
Baltimore, MD 21202

October 5, 2004

ADDENDUM #2

BP-05035 ON SITE VEHICLE MAINTENANCE OF REAR-LOAD REFUSE PACKERS

DUE DATE: OCTOBER 20, 2004

As a result of questions from our pre-bid conference, we are providing this addendum for your clarification and to address specific changes:

1. General Conditions of Bid, Proposal, and Contract on page 1, Part 1 Guarantee/Deposit, Section B:

All bids/proposals shall be accompanied by a guarantee/deposit in the amount of \$5,500.00 in lieu of 2% of the total estimated contract value. All other conditions of Part 1 remain as stated.

2. General Conditions of Bid, Proposal, and Contract on page 4, Part XX Performance Guarantee, Section B:

Now reads: "The performance guarantee shall be in the full amount of the contract ..."

Should read: "The performance guarantee shall be in the amount of the annual estimated value of \$275,000.00 ..."
All other conditions of Part XX remain as stated.

3. Detailed Specifications on page 1, Method of Award:

Change to read: "Award will be made to the single responsive and responsible vendor with the highest score on the evaluation criteria listed in the bid proposal."

And note that:

We have determined that it is in the best interest of the City to award the contract to one vendor. However, we reserve the right to add a vendor if the selected vendor can not fulfill the obligations of this contract in a timely manner. A thirty day prior written notification will be given to the awarded vendor if an additional vendor is necessary. The method of award will remain the same as stated in the bid proposal. The vendor receiving the highest points on the Evaluation Form (p.6) will be awarded the contract. Proposed rates count as twenty-three points.

4. Total Unit Cost of PM and Replacement Parts on Bid Proposal, yellow page 4:

This is the vendor's final total of what the PM service will cost including the parts we are requiring be replaced (see chart on Bid Proposal, yellow page 5) and all incidental parts (including lubricants) that will be necessary to fulfill the specifications as detailed on pages 3 & 4.

5. Bid Proposal, yellow page 5:

Provide pricing for all of the items listed in the chart. Those items listed to be replaced if "broken" or "missing" shall be listed on the invoice at the vendor's net price provided on the bid.

6. Bid Proposal, yellow page 5:

Add: "Provide your labor rate for any items that may fall in the "as required" category @ \$_____ hourly labor rate
Billing for labor for those items is not to exceed one quarter hour of the vendor's hourly labor rate.

7. Bid Proposal, yellow page 5:

If the vendor needs to invoice us for a part not listed on the chart, and not part of the regular PM maintenance and the vendor is confident that we would want that part in the course of corrective maintenance, the vendor shall list the retail price of the item on the invoice along with our discounted price. For payment, these items are subject to the review and approval of our Automotive Stores Supervisor.

**8. Detailed Specifications
on page 2, Warranty/Guaranty:**

There shall be no changes.

**9. Detailed Specifications
on page 4, last paragraph:**

Now reads: ...“A timely response to a call back shall be for the vendor to respond within six working hours.”

Add: “Example: 10 p.m. call back must be responded to by Noon the following workday and not 4 a.m.”

**10. Detailed Specifications
on page 3, Vehicle Maintenance Description**

12. Check and Fill Fluids levels, including:

Add: “Top off hydraulic tank when fluid is visible in the sight glass.”

**11. Bid Proposal yellow page 7,
Item 4) Mechanics and Equipment**

In the requested employee resume the bidder is to list all licenses the employee has that are relevant to the requirements of the contract, so if they have one, it should be listed. However, we are not requiring copies of items listed in the resume. It is the bidder's responsibility to ensure that their employees comply with State and Federal laws regarding the operation of equipment necessary to fulfill this contract.

**12. Detailed Specifications
on page 3, Vehicle Maintenance Description, Item #15**

Now reads: “Check mirror mounting and outside mirror operation. Replace mirrors if necessary.”

Should read: “Check mirror mounting and outside mirror operation. Note any defects or mirrors missing on Checklist.”

And Add **Item #17**

All requirements and specifications and the vendor's fulfillment thereof, are to comply with the statutory maintenance standards set out in COMAR 11.22

And Add **Item #18**

The vendor is required to PM all portions of the vehicle as specified including vehicles with a full hopper.

- 13. Remove Bid Proposal page 5 chart**
and replace with the revised chart attached.

If they so desire, Vendors who have already submitted their bid may pick it up at the Comptroller's Office, Room 204, City Hall, 100 N. Holliday Street and resubmit them on or before October 20, 2004. If Bids are picked up, please make the necessary changes.

Edward J. Gallagher
Acting City Purchasing Agent

EJG:SZ:dm

Attachment: (1)

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	For Mitsubishi 2003 Model FM 657		
#1A			
Part Description	Part Number	Manufacturer	Net Price
Air Filter	CA9240	Fram	_____
Oil Filter	PH8910	Fram	_____
Fram fuel filter	P7363	Fram	_____
Crankcase Vent Emission	P603746	Donaldson	_____
Seal, tailgate	M354150	Scranton	_____
Sight glass, if broken	M415	Scranton	_____
Pressure gauge, if broken	M456	Scranton	_____
Cap, filler breather, if missing	M728	Scranton	_____
Strainer, cleaned not replaced	M730	Scranton	_____
		TOTAL	_____
	For Freightliner Model FL80		
#2A			
Part Description	Part Number	Manufacturer	Net Price
Crankcase Vent Emission	P603746	Donaldson	_____
Air filter	CA7139	Fram	_____
Cab air filter	5-9130-0 R5200	OEM OR EQUIVALENT	_____
Fuel filter	FS1261	Fleet Guard	_____
Hydraulic filter	G/T195418	OEM OR EQUIVALENT	_____
Oil filter	PH8942	Fram	_____
Transmission filter	23042062	Allison	_____
		TOTAL	_____
#3A	For Mack Model MS300P		
Part Description	Part Number	Manufacturer	Net Price
Air intake cap	2MD2145	Mack	_____
Air filter	CA6481	Fram	_____
Primary fuel	P1109	Fram	_____
Secondary fuel	P1110	Fram	_____
Oil filter	PH49A	Fram	_____
Hydraulic filter, preferred	PH3567	Fram	_____
Hydraulic filter	P8604	Fram	_____
Hydraulic filter, Pak-Mor	P8465	Fram	_____
Transmission filter	23042062	Allison	_____
Crankcase Vent Emission	P603746	Donaldson	_____
		TOTAL	_____